

DD/A Registry

79-3579

15 NOV 1979

DD/A REGISTRY

FILE: Personnel-2-1

MEMORANDUM FOR: Director of Personnel

VIA: Deputy Director for Administration

FROM: Charles A. Bohrer, M.D.,
Director of Medical Services

SUBJECT: Request for Overtime Pay Authorization

25X1 REFERENCE: [] (2) (c) (1) (b)

1. The purpose of this memorandum is to request your authorization to allow overtime pay for Mrs. [] a GS-12 level full-time Research Associate of the Psychological Services Staff of the Office of Medical Services.

2. According to the referenced Agency regulation, an employee may receive overtime pay for hours worked between 40 and 48 in a given work week if such work is directed and applies to a position requiring substantial amounts of overtime work.

3. The Research Branch of the Psychological Services Staff has been understrength by two full-time Ph.D. level psychologists since January 1979. It has been necessary during the current calendar year, especially in view of the high level interest and emphasis on Career Trainee processing, for Research Branch personnel to take on exceptionally heavy workloads. These workloads have made it impossible for us to keep our automated test record files as current as they need to be so that we may react in a timely fashion to requests for data from our extensive test records database.

4. Mrs. [] is one of two Research Branch personnel with the necessary clearances (SI, TX, Crypto, and []) as well as the detailed knowledge of our test records system to accomplish the required computer updating of our files.

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ILLE

SUBJECT: Request for Overtime Pay Authorization

She has been working 16 hours of directed overtime every week since 15 October 1979 and we expect this requirement will continue for the next six months or until two new research psychologists enter on duty (January 1980) and are provided the necessary clearances and are properly trained in the system.

5. It is, therefore, requested that payment of overtime in excess of 40 hours per week be authorized for Mrs.

25X1

25X

SIGNED

CHARLES A. BOHRER, M.D.

Charles A. Bohrer, M.D.

CONCUR:

25X1

for
Deputy Director for Administration

11/21/79
Date

APPROVED:

Director of Personnel

Date

cc: DDA